

Region of Waterloo Public Health

# SPECIAL EVENTS

## Food Vendor Requirements



Region of Waterloo  
PUBLIC HEALTH



Region of Waterloo  
PUBLIC HEALTH

Date: \_\_\_\_\_

Dear Food Vendor:

Region of Waterloo Public Health (ROWPH) has been notified that you will be selling, serving food and/or drinks at a special event held in Waterloo Region. Please be aware that each food vendor must complete and submit a Special Event Form and proposed food menu to ROWPH **at least 30 days** prior to the event. A floor plan of the booth may also be attached to the Special Event Form.

It is important that all special event forms are received within the required time frame as it will allow sufficient time for a Public Health Inspector to review the forms and discuss any questions or concerns with you. ROWPH may conduct site inspection(s) at any time during the event.

It is strongly recommended that the information in this package be reviewed with all food vendors and their staff. This package has been developed to assist you operate your food service in a manner that will help minimize the possibility of foodborne illness among customers.

Should you have any questions, require further resources or information, please contact a Public Health Inspector at 519-883-2008 Ext. 5147.

Sincerely,

Public Health Inspector  
Environmental Health and Lifestyle Resources Division

# SPECIAL EVENTS FOOD VENDOR REQUIREMENTS

## GETTING STARTED

Determine whether or not you will be at an event that is serviced or un-serviced. This will help determine what you will need on site to operate.

## OPERATIONAL DEFINITIONS

### A Serviced Site:

is a site where utilities are provided i.e. electricity, water, garbage and sewage disposal.

### An Unserviced Site:

has limited or no utilities provided and the following restrictions apply:

- the event runs for no longer than two days
- the bulk of the food is prepared off-site at an inspected kitchen facility \*
- on-site food preparation is limited

## FOOD DEFINITIONS

### Potentially Hazardous Food:

is food which contains milk or milk products, eggs, meat, poultry, fish, shellfish, or other products that can support the growth of disease causing micro-organisms. Hamburgers, shish kabobs, hot dogs, gyros, pogos, chicken, potatoes, cooked rice, cream filled pastries and ice cream are some examples.

### Non-Hazardous Food:

is food that does not normally support the growth of disease causing micro-organisms. Dry goods and cereals, unconstituted dehydrated foods, baked goods, fruit pies, cookies, breads, cakes, potato chips, popcorn, cotton candy and candy bars are some examples.

## FOOD SUPPLIES AND WATER

- All foods must be obtained from an approved commercial source. \*
- All foods served at Special Events must be prepared in a licensed and inspected kitchen. \*
- No foods prepared or canned at home can be used, offered for sale or given away at the event. \*
- All water must be from an approved potable supply.

\* Exception: If you are a religious organization, fraternal organization or service club, you may accept food from an un-inspected facility (e.g. home). A list of "Donors of Potentially Hazardous Food" must be provided (see Appendix I) and a public notification sign must be posted at your booth (see Appendix II).

## FOOD HANDLING AND PROTECTION

- Food preparation and cooking areas must be separated from the serving area. These areas must have smooth, non-absorbent surfaces and be easily cleanable.

- Food must be handled with utensils (e.g. tongs, spoons, ladles etc...) to prevent direct hand contact with food. Use napkins or disposable tissue to handle dry goods like pastries.
- Separate utensils or equipment must be used for preparing / serving raw and ready-to-eat foods.
- Single service eating utensils shall be used such as plastic forks, knives, spoons, paper plates and cups.
- Condiment containers must be pump type, squeeze containers, or have self closing covers or lids. Single service packets are recommended.
- All food being prepared, stored, displayed, or transported must be protected from contamination i.e. dust, dirt, insects or other contamination. Foods must be covered completely by food grade plastic wrap, foil, sneeze guards or cabinets. Fully enclosed food grade containers with tight fitting lids can be used to store food and food supplies.
- All food and food supplies must be stored at least 15 cm or 6 inches off the floor/ground.
- Customer samples must be protected from contamination (provide individual containers, toothpicks or a serving spoon).

## TEMPERATURE CONTROL

*To reduce the potential of foodborne illness.*

- All potentially hazardous foods must be transported, stored, and maintained at required temperatures. Indicating thermometers must be provided in all cold holding units.
- Transport hot and cold foods quickly from place to place. Use thermal insulated containers with cold or hot packs or refrigerated trucks to maintain hazardous foods at the required temperatures.

### Safe Food Storage Temperatures

Cold holding	4°C	40°F
Hot holding	60°C	140°F
Freezing	below -18°C	Below 0°F

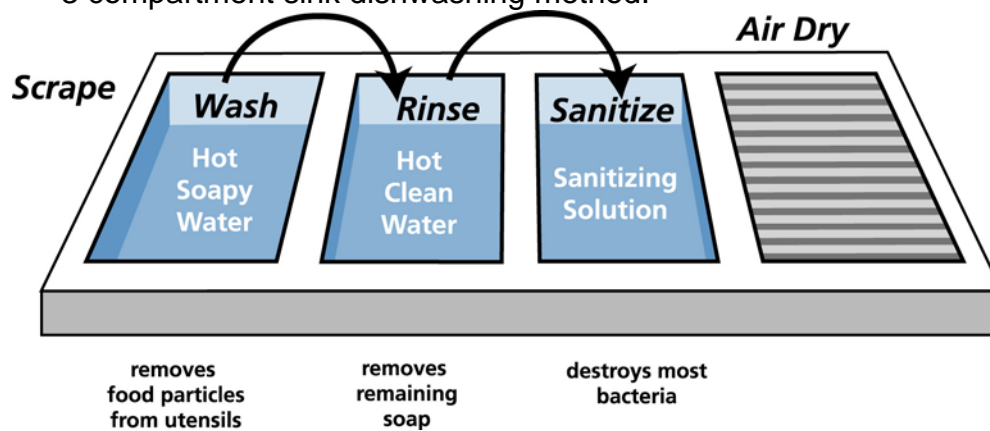
- Thawing of frozen foods is not to be done at room temperature. Foods must be thawed in a refrigerator or under cold running water.
- All hazardous foods that require cooking must be fully cooked to the minimum internal cooking temperatures. Probe thermometers must be available to test internal food temperatures.

### Cooking Temperatures

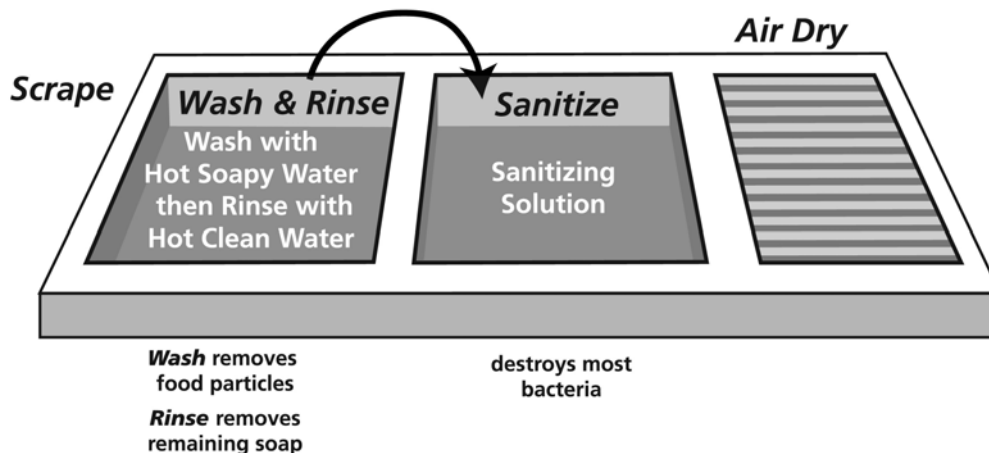
Whole Poultry (chicken, turkey)	82°C	180°F
Poultry / Ground poultry	74°C	165°F
Pork / Pork products	71°C	160°F
Ground Meat (beef, pork)	71°C	160°F
Fish	70°C	158°F
Hazardous Food Mixtures	74°C	165°F

## DISHWASHING

- Utensils and equipment may be washed on-site or in a commercial kitchen. A two or three compartment sink with hot and cold running water must be used to wash, rinse and sanitize utensils and equipment.
- 3 compartment sink dishwashing method:



- 2 compartment sink dishwashing method:



- Sanitizing solution:
  - Chlorine: 100 parts per million (ppm) (2 ml or ½ tsp. of household unscented bleach in 4 cups or 1 litre of water)
  - Quaternary Ammonium: 200 ppm
  - Iodine: 25 ppm
- Vendors must provide a sufficient number of clean utensils for back-up. Store utensils and equipment in a clean, washable container. Four sets of utensils are recommended for each day of the event.

## SANITIZING

- A sanitizing solution (bucket or spray bottle) must be available to sanitize food contact surfaces.
- A bleach and water sanitizing solution of 200 ppm is made by mixing 1 teaspoon (5 ml) of household strength unscented chlorine bleach with 4 cups (1 litre) of water.
- If a bucket is used, wiping cloths must be stored in the sanitizing solution. An adequate supply of cloths must be provided.
- If a spray bottle is used, a clean wiping cloth or disposable paper towels must be used.

- Sanitizing solutions must be prepared daily and changed frequently throughout the event day.

## **WASTE DISPOSAL**

- An appropriate sized garbage container made of durable, waterproof and rodent proof material with tight fitting lid must be provided. Keep it clean and empty it frequently.
- Final garbage disposal must be made at a designated garbage bin or approved waste disposal site.
- Grease from fryers must be stored in covered, non-flammable and durable containers and is to be disposed of by approved methods.

## **WASTEWATER DISPOSAL**

- Wastewater must be stored in a covered, durable container and disposed of in an approved sanitary sewer, bathroom facility or holding tank. Wastewater must not be disposed of on the surface of the ground.

## **HANDWASHING FACILITIES**

- Each vendor must provide warm running water, liquid soap in a dispenser and individual paper towels in each food preparation/handling/serving area(s).
- The container for the water must have a turn valve that will allow water to flow freely while permitting both hands to be washed at the same time.
- A bucket must be available to collect waste water.

## **FOOD HANDLER HYGIENE TIPS**

- All food handlers shall:  
Wash hands thoroughly using soap and water:
  - Before beginning work
  - Before preparing food
  - After handling raw meat
  - After using the toilet or washroom
  - After coughing, sneezing or blowing your nose
  - After touching garbage or soiled work surfaces
  - Whenever hands become dirty
- Smoking or the use of tobacco is not permitted in the booth.
- Clean outer garments must be worn.
- Hair must be confined while handling or preparing food.
- Food handlers that are coughing, sneezing, have a fever, diarrhea, vomiting or have infected sores or cuts should not be handling food.
- Glove use:
  - must be worn if the food handler has a band-aid over a minor cut or burn
  - is for single use only and changed in between tasks
  - hands must be washed before putting new gloves on and after taking dirty gloves off
  - washing gloves is not permitted



# SPECIAL EVENT FORM

Please complete and submit this form at least **30 days prior to the event** to  
Region of Waterloo Public Health, Public Health Inspector

Kitchener-Waterloo, Wilmot, Wellesley, Woolwich Area Events mail to:  
PO Box 1633, 99 Regina Street South, 3<sup>rd</sup> Floor, Waterloo, ON N2J 4V3  
or Fax to: 519-883-2226

Cambridge, North Dumfries Events mail to:  
150 Main St. Cambridge, ON N1R 6P9  
or Fax to: 519-622-1235

Event Name: \_\_\_\_\_

Event Location/Address: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Is this an Annual Event?  Yes  No

Contact/Vendor Name: \_\_\_\_\_

Booth Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Type of Food Premise at Event:

- Preparation/Serving Kitchen  Temporary Booth  
 Mobile Catering Truck or Cart  Other \_\_\_\_\_

Type of organization:  Religious organization \*  Fraternal organization \*  Service club \*  
 Food Business  Other

**\* If you are a religious organization, fraternal organization or service club and are accepting food from an un-inspected facility (e.g. home), you must also complete the "Donors of Potentially Hazardous Food" list. See attached.**

Food Menu	Source of Food
List ALL food to be prepared or served (if more space is needed, please attach separate list)	Name and address of grocer, caterer, restaurant (if more space is needed, please attach separate list)
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.

**How will food be transported to event:**

- Refrigerated truck
- Thermal unit (eg. Cambro units)
- Other \_\_\_\_\_
- Coolers with ice
- Insulated container/bag

**How will temperature be maintained on site:**

- Refrigerated truck
- Thermal unit (eg. Cambro units)
- Insulated container/bag
- Coolers with ice
- Chafing dish
- Other \_\_\_\_\_

\* A probe thermometer must be available on site to ensure proper internal food temperatures.

**Describe your hand washing station:**

- Portable hand wash station
- Other \_\_\_\_\_
- Container with turn spout

\* Liquid hand soap in a dispenser and paper towels must be available for use.

**What sanitizer will be used:**

- Chlorine bleach
- Iodine
- QUAT
- Other \_\_\_\_\_

_____ Name of Contact/Vendor (Please Print)	_____ Signature of Contact/Vendor
--	--------------------------------------

**Office Use Only:**

Date Received: \_\_\_\_\_ PHIMA: \_\_\_\_\_  
 Premise exempted  Yes  No  If yes, number of signs provided \_\_\_\_\_  
 (as per ASPHIO guidelines)

**If a visit to an exempted premise is conducted, complete the MOHLTC "Visits to Exempted Food Premises" form and forward to MOHLTC (DOCS #358845). Forward copy to Food Safety Manager.**

Inspection Required  Yes  No Inspector \_\_\_\_\_

*Inspection criteria: Food offered to the public, > 750 people, and serving potentially hazardous foods*

Educational material provided e.g. Food Safety Information for Special Events

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date Reviewed: \_\_\_\_\_ Signature of PHI: \_\_\_\_\_



## Floor Plan \*

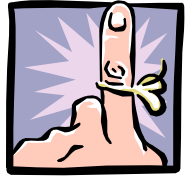
Include:

- Hand wash station with soap in dispenser, paper towel and waste water container
- Two/three compartment sink
- Adequate refrigeration (include method of refrigeration)
- Food preparation areas
- Food storage
- Garbage disposal



\* A separate floor plan may be attached if special event is larger or if more space is required.

# Did You Forget Anything?



## A. Hand Washing

- warm running water in food grade container with turn valve
- liquid soap in dispenser and paper towels
- catch basin for waste water

## B. Safe Food Handling

- adequate refrigeration/thermal container with ice freezer packs at a temperature of 4°C (40°F)
- adequate hot holding at a temperature of 60°C (140° F)
- thermometers – probe (with alcohol swab to sanitize probe in between uses) & refrigerator
- materials (e.g. plastic wrap, foil) for properly covering foods
- provisions to store food 15 cm off the ground
- separate cutting boards and utensils for raw and cooked foods

## C. Sanitation

- bleach sanitizing solution (1 tsp bleach/4 cups of water) available in buckets or spray bottles
- supply of clean wiping cloths
- supply of clean utensils and equipment
- an appropriately sized garbage container with lid

## D. Personal Hygiene

- hair covering/restraint (i.e. hairnet, cap, tied back)
- clean outer clothing

## *Any Questions?*

Call Region of Waterloo Public Health 519-883-2008 Ext. 5147



## Appendix II

### **NOTICE TO PATRONS**

**THIS PREMISE HAS NOT BEEN INSPECTED BY  
PUBLIC HEALTH IN ACCORDANCE WITH THE  
FOOD PREMISES REGULATION MADE UNDER  
THE HEALTH PROTECTION AND PROMOTION  
ACT**

**Posted in accordance with Section 2 (3) (1) Ontario Regulation 562 (Food Premises)**